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ABSTRACT

Intended as both a resource tool for assisting Florida public library boards in their functions and a training tool for new and inexperienced board members, this manual provides a means for compiling all information pertinent to board operations into one sourcebook and for keeping this material up-to-date. It is organized into eight chapters: (1) the library and its board, including the public library in Florida law and board responsibilities and powers; (2) organization--selection and appointment of board members, bylaws, meetings, continuing education for board members; (3) library director, including his selection and board/director relationship; (4) planning; (5) policies; (6) budget, including funding sources; (7) public relations--organizing friends groups, lobbying, writing to Congressmen; and (8) the Florida State Library, which presents an organizational chart. (JD)

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MANUAL FOR FLORIDA PUBLIC LIBRARY BOARDS

Katherine E. Davis, Editor

August 1975

Bruce A. Smathers, Secretary of State
Department of State
State Library of Florida
Tallahassee, Florida

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INTRODUCTION

This *Manual for Florida Public Library Boards* hopefully will provide all Boards with a means for compiling all information pertinent to Board operation into one convenient sourcebook and for keeping this material up-to-date.

Such a one-source *Manual* should be useful to the Board, not only as a resource to assist them in functioning as a Board, but also as a training tool for new and inexperienced Board members. The *Manual* may prove useful, too, as a discussion tool in clarifying the role of the Board and its relationship to the library director and to the community.

For the *Manual* to be fully effective, the Board should:

(1) Keep the *Manual* up-to-date by making changes in the contents as revised material and additional supplements are distributed from time to time;

(2) Adapt the *Manual* to the local situation by adding such pertinent information as follows:

I. THE LIBRARY AND ITS ROLE
   a. The local ordinance or charter establishing the library and the Board.
   b. Ruling on disclosure for the Board, pertinent forms if needed.

II. ORGANIZATION
   a. Bylaws for the Board.
   b. Background information on the library and the community.

III. LIBRARY DIRECTOR
   a. Civil Service regulations.

IV. PLANNING
   a. The Long-Range Plan for the library or a summary.

V. POLICIES
   a. All policy statements of the library.
   b. Personnel policies and plans of the governmental unit that cover library employees.

VI. BUDGET
   a. Current budget with updates.
   b. Proposed budget.

VII. PUBLIC RELATIONS
   a. National and state legislators.

Comments and questions concerning this *Manual* should be addressed to the Editor, Katherine E. Davis, Public Library Consultant, State Library of Florida, Supreme Court Building, Tallahassee, Florida 32304.

THE PUBLIC LIBRARY

The ultimate goal of the public library is to give the community which it serves the best possible library service. The best possible library service for a specific community will depend upon the community and will vary for each community.

Although everyone is entitled to a certain level of library service, the role of the public library in a specific community should reflect that community. The role played by the public library in a rural county with a small populace spread throughout its area must differ significantly from that of the library in an urban county with a large concentrated population throughout a great part of its area.

Even for a specific community, the best possible library service will vary with time. Change, it has often been said, is the only constant in our lives today. As the community has changed, the role of the public library has also changed. Before the paperback and television, the public library was a major recreational resource in most communities. Similarly, before school media centers became as developed as they now are, the public library often supplied the only educational resources available to students. Although both uses of the public library are legitimate and must still be considered, today the public library that merely supplies its community with recreational reading and, perhaps, helps students meet their homework requirements is no longer satisfactory.

THE PUBLIC LIBRARY IN FLORIDA LAW

The *Florida Statutes* make the establishment of public libraries permissive. Thus, local governing bodies are empowered to establish a public library, but it is not mandatory that they do so.

County Government

Chapter 125 grants counties the power to provide libraries:

> *125.01 Powers and duties.—*
> *(1) The legislative and governing body of a county shall have the power to carry on county government. To the extent not inconsistent with general or special law, this power shall include, but shall not be restricted to, the power to: . . .*
> *(f) Provide . . . libraries . . . .*

An important consideration in implementing this service is the added power given to counties in Chapter 125.01 to:

> *(p) Enter into agreements with other governmental agencies within or outside the boundaries of the county for joint performance, or performance by one unit in behalf of the other, of any of either agency's authorized functions.*

The county commission is thus empowered to establish a library in whatever manner they deem necessary. They are especially empowered to join with other governmental agencies to provide services—including library service. Some examples of options county commissions have already utilized include:

(1) Taylor County has established a library as a separate administrative unit of county government.
(2) Brevard County has established a library system under the administrative responsibility of its Education Services Division.
(3) Glades County has contracted with Charlotte County for library services.
(4) Marion County has contracted with the City of Ocala (within its boundaries) for library service.
(5) Nassau County has contracted with the City of Jacksonville (outside its boundaries) for library service.
(6) The Counties of Madison, Hamilton, Columbia, Suwannee, Lafayette, Gilchrist, and Dixie have agreed to form a regional library association.

Municipal Government

A similar but even less specific grant of powers is made to municipalities in Chapter 166:

> *166.021 Powers—As provided in §2(b), Art. VIII of the state constitution, municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law.*

City councils may thus also choose from an array of options to provide library service. The following are some possibilities:

(1) Allow the county government to provide library service—all municipalities in Clay County.
(2) Establish a library and contract with the county to provide library services

to the rest of the residents of the county—City of Ocala with Marion County.

(3) Maintain a library separate from a countywide library system—Ft. Myers Beach in Lee County.

Library Boards

Library Boards are not mentioned anywhere in Florida law. There is no law prohibiting their formation or providing for it. The two chapters (125 and 166) of the *Florida Statutes* empowering local governments to establish libraries also repealed the two chapters (150 and 167) which detailed library and Board establishment. In some areas, the governing bodies of either county or municipality merely followed the precedent of the repealed chapters and did not adopt an ordinance officially establishing the library or a Board.

NECESSITY FOR BOARDS

A library director should urge the governing body to establish a library Board where none exists. The public library, dependent as it is on the community to define its role, needs these Boards of citizen representatives to ensure that the public library is a true reflection of the community. Board members, as representatives of the community, are of vital assistance to the professional librarian as barometers of change in the community which should alter the role of the library. They bring the community's voice into the deliberations leading to library planning and policymaking. Being responsible to the community as their designated representatives, the Board members should ensure that the library provides the best possible library service for the community in the most economical fashion.

POWERS AND RESPONSIBILITIES OF THE BOARD

Since library Boards are not mentioned in Florida law, the governing body may establish a Board in whatever manner they deem necessary. Allowing for wide variations in each, Boards can be divided into two large groups—operating and advisory.

Operating Boards

The operating library Board is endowed with some or all responsibility for the operation of the library. It is empowered to take direct action. The powers the governing body wishes to grant it should be enumerated in the ordinance creating it to prevent the possibility of confusion. In no case should the Board be involved in the day-to-day operation of the library. This is the function of the library director.

The powers given to operating Boards that are withheld from advisory Boards include at least one of the following:

(1) Establishing library policies.
(2) Employing the library director.
(3) Controlling the library's financial matters.

Advisory Board

The advisory Board cannot take direct action, but rather recommends that others take direct action. Ordinarily they will function through the library director. When action is desired that only the governing body can perform such as establishing a policy, approving the annual budget, or employing a library director, the Board will report directly to the governing body and request that the recommended action be taken.

DUTIES AND RESPONSIBILITIES

OF THE LIBRARY DIRECTOR	OF THE ADVISORY BOARD	OF THE OPERATING BOARD
1. Act as technical advisor to the Board, suggest needed policies for Board consideration; recommend employment of all personnel and supervise their work.	1. Recommend a competent and qualified librarian for employment.	1. Employ a competent and qualified librarian.
2. Carry out the policies of the library as adopted.	2. Consider and recommend written policies to govern the operation and program of the library.	2. Determine and adopt written policies governing the operation and program of the library.
3. Suggest and carry out plans for extending the library's services.	3. Participate in efforts to secure adequate funds to carry on the library's program.	3. Determine the purposes of library and secure adequate funds to carry on the library's program.
4. Prepare regular reports embodying the library's current progress and future needs; cooperate with the Board.	4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends; assist in planning the library program.	4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends; plan and carry out the library program.
5. Maintain an active program of public relations.	5. Establish, support and participate in a planned public relations program.	5. Establish, support and participate in a planned public relations program.
6. Prepare an annual budget for the library in consultation with the Board and give a current report of expenditures against the budget at each meeting.	6. Advise the library director in the preparation of the budget.	6. Assist in the preparation of the annual budget.
7. Know local and state laws; actively support library legislation in the state and nation.	7. Know local and state laws; actively support library legislation in the state and nation.	7. Know local and state laws; actively support library legislation in the state and nation.
8. Select and order all books and other library materials.	8. Cooperate with the library director in developing library policies dealing with book and material selection.	8. Establish among the library policies those dealing with book and material selection.
9. Attend all Board meetings; may serve as secretary of the Board.	9. Attend all Board meetings and see that accurate records are kept on file at the library.	9. Attend all Board meetings and see that accurate records are kept on file at the library.
10. Affiliate with the state and national professional organizations and attend professional meetings and workshops.	10. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.	10. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Make use of the services and consultants of the State Library.	11. Be aware of the services of the State Library.	11. Be aware of the services of the State Library.
12. Report regularly to the library Board, to the officials of local government, and to the general public.	12. Report regularly to the proper authorities and to the general public.	12. Report regularly to the governing officials and to the general public.

Adapted from The Library Trustee: A Practical Guidebook *by Virginia Young (R. R. Bowker, 1969) p. 10.*

DISCLOSURE FOR THE LIBRARY BOARD MEMBERS

Depending on the powers given to the Board by the local legislative body in the ordinance or charter, its members may or may not have to "disclose each source of income constituting 10 percent or more of each person's gross income . . . ." (112.3145, *Florida Statutes, 1974 Supplement*). Members of Boards are among those included in the definitions, but advisory Board members are excluded. The 1975 legislature clarified the law by defining an "advisory body" as follows:

> *"Advisory body" means any board, commission, committee, council, or authority, however selected, whose total budget, appropriations, or authorized expenditures constitute less than 1 percent of the budget of each agency it serves or $100,000, whichever is less, and whose powers, jurisdication, and authority are solely advisory and do not include the final determination or adjudication of any personal or property rights duties or obligations, other than those relating to its internal operations.*
> (Laws of Florida, *75-196).*

The revised definition for agency follows:

> *"Agency" means any state, regional, county, local, or municipal government entity of this state, whether executive, judicial, or legislative, and any department division, bureau, commission, authority, or political subdivision of this state, and any public school, community college or state university.*
> (Laws of Florida, *75-196).*

The attorney of the county or municipality may be able to give the Board guidance in legally defining it as advisory or as operating. If not, the Board may request an interpretation from the Ethics Commission of the State of Florida (Mr. Lawrence A. Gonzalez, Executive Director, P.O. Box 6, Tallahassee, Florida 32302). Any interpretation will be based on the *Florida Statutes* and on the local ordinance or charter creating the Board.

SELECTION AND APPOINTMENT OF BOARD MEMBERS

Once the governing body has established a library and a Board, members of the Board must be selected and appointed. Usually the governing body will retain this power of appointment. The governing body must be made aware of the importance of the Board and of choosing members with desirable qualifications, reducing the possibility of the selection being left to chance or political patronage.

Selection

Qualities that should be sought in prospective Board members include:

(1) The capacity to envision what library service should mean to the community.
(2) Readiness to devote time and effort to carrying out the duties.
(3) Knowledge of the community and an active involvement in its services, its interests, and its resources.
(4) Ability to work cooperatively as a member of a dedicated team.
(5) Initiative and ability to establish policies for successful operation of the library and for impartial service to all its patrons.
(6) Courage to plan creatively, to carry out plans effectively, and to withstand pressures and prejudices.
(7) Enthusiasm of the contagious variety.

The Board should be considered as a whole, too. Today the library has a new and increasing importance as a resource center for the total community and Board members should represent a cross section of the community.

It should represent:

(1) A diversity of interests.
(2) A balance of age and socioeconomic levels.
(3) Experience or knowledge in a variety of fields.

Appointment

The appointing body should be notified immediately of any vacancy and should make appointments regularly. In the notification the Board might wish to reemphasize the Board's importance, list some of the qualifications they would like to see in a new member, and even suggest names.

Reappointment

Truly outstanding members can be reappointed, but no one should serve indefinitely. *The Florida Standards for Public Library Service* recommends:

> *The term of office for board members should be clearly established by law, setting forth definite staggered terms and providing for the periodic retirement of officers and members of the library board in order to involve more citizens in library activities and to replace inactive or uninterested members.*

It should be remembered that when a valuable Board member's service is terminated, the library still has a staunch friend. Staggered terms will ensure continuity. The Board will never be left without experienced members and yet will still benefit from the fresh ideas and energies of new members. Conscientious Board members will continually assess their potential contributions and refuse reappointment when it appears to be appropriate.

The chair should be rotated among Board members.

ORIENTATION FOR THE BOARD MEMBER

Once appointed, the new member should be given an introduction to the role of a Board member before the next Board meeting. The chairperson of the Board and the librarian are jointly responsible for this orientation. Some of the information the new member needs to know include:

(1) All of the Board's duties.
(2) The difference between the concerns of the library director and the Board members.
(3) The library, both past and present—legal basis, finances, physical facilities, policies, collection, staff, services, plans.
(4) The community—historically, demographically, economically, educationally, socially, politically.
(5) State and national library information—state library laws, federal library legislation, State Library of Florida, statewide plans for library development, state and national standards.

The new member should be immediately assigned to a committee or other duties.

This is not all that a Board member needs to know, but it will suffice to give the new member the background on which to base early decisions. If this *Manual* is available, it may serve as a guide in this introductory process. In order to make it complete, the local library should add materials pertaining to (3) and (4) above, such as the bylaws of the Board, local ordinances that pertain to the library, the last annual budget and monthly updates, the rules and regulations for the library, a policy statement for the library, a personnel chart, minutes of previous Board meetings, a map showing branches, stations and bookmobile stops, the last annual report. All of these and the entire *Manual* should be kept up-to-date.

BYLAWS

The Board should be organized with effective routines for the conduct of its own affairs. Every Board should have a set of bylaws outlining these routines including:

(1) Place and time of regular meetings.

(2) Order of business.

(3) Officers, committees, and their duties.

(4) Date of annual meeting.

(5) Procedures for calling special meetings.

(6) Definition of a quorum.

(7) Parliamentary rules to be followed.

(8) The role of the library director.

(9) Procedures for amending the bylaws.

(10) Limitations on Board members.

MEETINGS

Regular meetings should be held. *The Florida Standards for Public Library Service* recommend that . . . , *library boards should meet monthly with bylaws providing for regularly scheduled meetings to be held at least quarterly and executive action between meetings.* The library director should attend all meetings.

An agenda should be prepared by the chairperson and the library director and be sent to the members prior to the meeting.

These meetings are "business" meetings and, although discussions can be informal, the conduct of the meeting should conform to simple parliamentary procedure. The typical order of business follows:

(1) Reading of minutes of previous meeting.
(2) Correspondence and communication.
(3) Report of librarian.
(4) Financial report.
(5) Report of standing committees.
(6) Report of special committees.
(7) Unfinished business.
(8) New business.
(9) Adjournment.

In order to encourage attendance, every meeting should be made meaningful. Routine business should be disposed of as quickly as possible, leaving time for consideration and open discussion of the library's next progressive step: long-range plans, standards and ways of achieving them, methods of extending service to unreached portions of the community. Some Boards move the library director's report out of the routine business category since it often stimulates discussion.

The chairperson should encourage discussion without letting matters get out of hand. Every Board member should have a chance to speak and to be heard.

CONTINUING EDUCATION OF THE BOARD MEMBER

The education of Board members should not cease after the orientation, but must be a continuing process. The needs of the library and the community change constantly. The Board member should also keep aware of new trends and new methods in the library field. To do so, the member should become active in the Florida Library Association and the American Library Association and read selected professional publications such as *Library Journal*, *Florida Libraries*, *Wilson Library Bulletin*, as well as *American Libraries*. Another way to keep current is by meeting Board members from other communities through participation in the library associations and by attending workshops and conferences. Visiting other libraries is yet another way to keep current, especially if the library to be visited has a successful project which can be examined.

SAMPLE BYLAWS*

Article I—Name

This organization shall be called "The Board of Trustees of the _____ Library" existing by virtue of the provision of Chapter _____ of the Laws of the State of _____, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II—Officers

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 7. The treasurer shall be the disbursing officer of the Board, co-sign all checks, and shall perform such duties as generally devolve upon the office. He shall be bonded in an amount as may be required by a resolution of the Board. In the absence or inability of the treasurer, his duties shall be performed by such other members of the Board as the Board may designate.

Article III—Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in _____(month)_____ of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit.

(a) Roll call of members.
(b) Disposition of minutes of previous regular meeting and any intervening special meeting.
(c) Director's financial report of the library.
(d) Action on bills.
(e) Progress and service report of director.
(f) Committee reports.
(g) Communications.
(h) Unfinished business.
(i) New business.
(j) Public presentation to, or discussion with, the Board.
(k) Adjournment.

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of _____ members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board present in person.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by *Robert's Rules of Order.*

Article IV—Library Director and Staff

The Board shall appoint a qualified library director who shall be the executive and administrative offficer of the library on behalf of the Board and under its review and direction. The director shall recommend to the Board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the Board provided that any such appointment shall be reported to the Board at its next regular meeting.

Article V—Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI—General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these bylaws or otherwise; may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board shall be present and two-thirds of those present shall so approve.

**THE LIBRARY TRUSTEE, A Practical Guidebook*
by Virginia G. Young
Bowker, 1969, pp. 197-200

SELECTING AN ADMINISTRATIVE LIBRARIAN

The most important responsibility for the Board is to assure the employment of an effective library director. To do so, the Board must first make a realistic appraisal of their situation to determine the type of individual needed. Board members should look at the community, its size and location, type of people living there (occupations, recreational habits, educational level), unique assets and liabilities of the community that might appeal to or discourage applicants, size of the library and staff, particular administrative problems that might require particular abilities. Also to be considered in this initial exploration are any statutory limits on the Board in the selection process.

Legal Considerations

Minimum qualifications for a library director may be included in the local ordinance establishing the library or Board. This ordinance should at least specify who has the final authority to employ the director; an advisory Board will either recommend a specific person or narrow the field of applicants to two or three of the best qualified.

Minimum qualifications for a library director are stated in the *Administrative Code* of the State of Florida which presents the requirements necessary to qualify for state aid to libraries:

> *1B-2.02 Qualification of head librarian. The administrative head, or head librarian, shall have completed a library school program accredited by the American Library Association and shall have had at least two years of successful, full-time paid library experience, which experience shall have been in a public library unit open to the public at least 40 hours a week . . . .*

A third source of limitations may be in local civil service regulations and procedures. Whether and to what extent they affect the library should be checked. In some communities, the personnel office of the governmental unit may be authorized to perform the preliminary investigation—with the Board acting in an advisory capacity and then choosing among those deemed to be acceptable. In other communities, the Board will perform the preliminary investigation and the personnel office will make the final judgment on qualifications and select the best qualified.

A final limitation on selection is the federal and state legislation forbidding discrimination on the basis of age, race, color, sex, religious creed, or national origin.

Desirable Qualifications

Taking this initial assessment and not forgetting the limitations imposed, the Board should draw up a list of desirable qualifications. Qualities to be considered include:

(1) General education and professional training.
(2) Previous library experience.
(3) Character and personality: imagination, intelligence, love of books, self-confidence, leadership, dependability, ability to get along with people.
(4) Managerial skills and previous supervisory experience.

These desired qualifications are the basis for the rest of the selection process. They should be utilized in composing a job announcement and application form (if one is to be used and a standardized form is not available).

Job Announcement

The job announcement should describe the position, starting salary, fringe benefits; give information about the library and community; and outline the required education, experience, and personal qualities. In setting a salary, inquiry should be made to the State Library for a realistic estimate of an appropriate salary and an attempt

should be made to survey the salaries of other public administrators in the community. A common mistake is to set the salary too low to attract the best candidates. Eventually a higher salary is agreed to, but only after much wasted time and effort.

Advertising

A job advertisement should be sent to selected library periodicals, *Library Journal, Wilson Library Bulletin, American Libraries, LJ/SLJ Hotline*, and library school placement offices. The advertisement should include: specific job description, salary, location, education and experience required, and the person to contact. The State Library operates the FLORIDA JOBLINE, a recorded telephone message of job openings for professional positions in Florida libraries. The message will be available to job seekers 24 hours a day, 7 days a week. SUPPLEMENT V is a form that can be used when a library director is needed. The State Library also maintains a file of resumes of people who have indicated an interest in joining Florida libraries.

References

Receipt of all applications should be acknowledged promptly. Those not meeting established qualifications should be screened out and the applicants so notified. References should be checked for the others. Rather than the familiar reference letter that is often subject to misuse, a form can be constructed or adopted and sent with return, self-addressed, stamped envelopes to former employers and others whose names are given. Once again, the job qualifications that were drawn up earlier should be utilized if a form is to be constructed. All qualifications will have to be stated in measurable terms. This means that nonmeasurable qualifications such as "imagination" are made so by asking for a trait that demonstrates imagination—"Has produced projects of high quality with limited resources." Before distribution of the forms, the qualifications should be ranked by their importance to success as library director in the community.

Upon return, the reference forms from different sources for each applicant can be averaged. These averages, compared with the previously assigned rankings, should give a relatively accurate picture of each applicant's qualifications in the estimation of former employers.

A third option is, within the limits of available funds, to telephone the references and ask a series of well-thought-out questions. People are often more candid in speaking. Their replies should be written down immediately.

Interviewing

Before any applicants are invited for an interview, all the applicants' credentials and references should have been checked and personal data evaluated. This will be much easier to accomplish if, in writing the job advertisement, a deadline is set for receiving applications.

First, decide if the Board can reimburse all or a part of the expenses for candidates interviewing for the position. This will be an important factor in determining the number to be interviewed (usually three to five people).

The next decision will be to determine who will do the interviewing. Be sure to review the governmental civil service procedures to see if there are any pertinent regulations. Try to hold the interview team to reasonable size—not more than five people. The questions to be asked should be decided beforehand and should be asked of all the applicants so that all will respond to the same questions and so that the interview sessions run smoothly. An evaluation form should be prepared for the entire team so that they will be evaluating the same characteristics.

Selection

Finally, the entire Board should rank all of the acceptable candidates. This will save time if their first choice either is not accepted by the appointing authority or if the candidate refuses the offer. In most cases, the authority can be expected to accept the Board's recommendation.

BOARD/LIBRARY DIRECTOR RELATIONSHIP

The library director is employed to handle the day-to-day administration of the library. Both the Board and the governing body should support the director in performing these administrative responsibilities, including the acceptance of recommendations on employment of the rest of the staff. The Board should ensure the new director's continued development by encouraging participation in professional associations and attendance at workshops and conferences. SUPPLEMENT I of THE LIBRARY AND ITS BOARD contrasts the duties and responsibilities of library director and Board as well as the differences between advisory and operating Boards.

READING LIST

Geddes, Andrew and James A. Hess. "Securing a New Library Director" *Public Library Trustee*, No. 55 (May 1974).

Kessler, Clemm C. III and George J. Gibbs. "Getting the Most from Application Blanks and References" *Personnel*, Vol. 52, No. 1 (Jan.-Feb. 1975) pp. 53-62.

Wezeman, Frederick. "Recruiting the Chief Librarian" *Illinois Libraries*, Vol. 56, No. 3 (March 1974) pp. 216-219.

GUIDELINES ON PROFESSIONAL PLACEMENT PRACTICES

by Edwin S. Gleaves

LIBRARIES—EMPLOYERS

1. **Posting.** In fairness to all those seeking employment in libraries, including those from racial and ethnic minorities, all openings should be publicized widely with North American schools, publications, or agencies, including such cooperative endeavors as job hot-lines and state placement services. These procedures should be part of any affirmative action program.
2. **Response.** Employing librarians should attempt to respond to all inquiries concerning positions in their libraries, and especially when such positions have been advertised publicly. Responses to inquiries which have not been solicited, even if by only form card or letter, would be desirable.
3. **Invited visits.** When candidates are invited to the library for interviews concerning a position, the conditions and provisions of travel and accommodations should be made clear to the candidate; and candidates should be invited for interviews only if there is a reasonable possibility of being hired for a library position.
4. **Information.** Employers should provide a fair and accurate picture of the conditions of employment, and if possible should provide the candidates with material on the library which would help to provide such a picture.
5. **Closing of posting.** The posting should not be closed and the position offered until at least two weeks have elapsed. Libraries should reaffirm availiability of the position if not filled within a reasonable time period and/or more candidates are sought. Closing dates should be included with notices whenever possible.
6. **Job offer.** Unless covered in part by a document given the candidate, the library offer should be in writing and cover the following: title, classification, duties, responsibilities, benefits, salary, salary review, evaluation dates and procedure, supervisor, and work location if different from employing library.
7. **Notification.** As soon as possible subsequent to an interview in the library and the appointment decision, employing libraries should notify the candidates of the decision concerning the particular position; in all cases candidates who have been interviewed in the library for a particular position should be notified directly once the position is filled.
8. **Acceptance.** The employer should set a reasonable time period within which the candidate is expected to respond to an offer, and then that response by the candidate should be accepted as final. If reapplication is necessary in order to qualify for another position in that library, the candidate should be so notified.

From the **OLPR Bulletin**, *Vol. 1, No. 2 (November 1974).*

LIBRARY ADMINISTRATION ADVISORY MATERIALS

(An ALA LAD Report)

The following information should be prepared in written or graphic form to be distributed to job applicants or inspected by them in the personnel office.

(1) **Job description and specifications.** The applicant should be apprised of the duties and responsibilities of the position. He should know the physical location of the job. If time is shared among several locations, relative times should be indicated.

(2) **Library organization chart.** Using the organization chart in the personnel office, the applicant should be shown the structure of the library, and where he will fit in. He should be told who his supervisor is and who he will supervise.

(3) **Salary schedule.** The beginning salary or wage and the method of payment. If there is a structured salary schedule, the candidate should be shown the salary range for his grade. It should be explained how one earns the increments and how long it would normally take to reach the top salary in the grade. He also should be shown salary ranges for those grades which may be reasonably attained by the candidate.

(4) **Personnel policies.** The personnel manual should be available for inspection. The manual should be able to answer any of the applicant's questions regarding reimbursement, professional association expenses, etc. The personnel manual should also make clear the probationary period, performance rating procedures, and the definition of and the method of acquiring permanent or tenured status.

(5) **Insurance and retirement plans.** The applicant should be furnished with a prospectus of insurance and retirement plans. A schedule of benefits and premiums (illustrating the library's contribution) should be included.

(6) **Conditions of employment.** The applicant should receive a list of conditions that must be met or policies which must be followed in order to maintain employment status. Such policies or conditions might relate to nepotism, residency, outside employment, political activity, conflict of interest, etc.

(7) **Other documents related to library personnel administration.** Materials such as civil service regulations or faculty handbooks should be available to the applicant.

The interviewer should be aware that the presence of this information in visual form does not preclude the necessity to present it orally.

UNITED STATES CODE

TITLE 42.—THE PUBLIC HEALTH AND WELFARE

2000e-2. Unlawful employment practices.

(a) Employer practices.

It shall be an unlawful employment practice for an employer—

(1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin, or

(2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, or national origin.

2000e-3. Other unlawful employment practices.

(b) Printing or publication of notices or advertisements indicating prohibited preference, limitation, specification, or discrimination; occupational qualification exception.

It shall be an unlawful employment practice for an employer, labor organization, employment agency, or joint labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs, to print or publish or cause to be published any notice or advertisement relating to employment by such an employer or membership in or any classification or referral for employment by such a labor organization, or relating to any classification or referral for employment by such an employment agency, or relating to admission to, or employment in, any program established to provide apprenticeship or other training by such a joint labor-management committee, indicating any preference, limitation, specification, or discrimination, based on race, color, religion, sex, or national origin, except that such a notice or advertisement may indicate a preference, limitation, specification, or discrimination based on religion, sex, or national origin when religion, sex, or national origin is a bona fide occupational qualification for employment.

FLORIDA STATUTES

Ch. 112 Public Officers and Employees; General Provisions

112.042 No discrimination in county and municipal employment.—

(1) It shall be against the public policy of this state for the governing body of any county or municipal agency, board, commission, department, or office, solely because of the race, color, sex, religious creed, or national origin of any individual, to refuse to hire or employ, to bar, or to discharge from employment such individuals or to otherwise discriminate against such individuals with respect to compensation, hire, tenure, terms, conditions, or privileges of employment, if the individual is the most competent and able to perform the services required.

112.043 Age discrimination.—It shall be the public policy of the state that no officer or board, whether state or county, shall discriminate in the employment of any person solely on the basis of age. Persons who apply for employment with the state or any county of the state shall be selected on the basis of training, experience, mental and physical abilities, and other selection criteria established for the position. Unless age restrictions have been specifically established through published specifications for a position, available to the public, the employing authority shall give equal consideration to all applicants, regardless of age.

FLORIDA JOBLINE

A Service for Professional Librarians by the State Library of Florida

[RECORDED TELEPHONE MESSAGE OF LIBRARY JOB VACANCIES IN FLORIDA]

POSITIONS AVAILABLE

DATE _____

NAME OF INSTITUTION _____

ADDRESS (if time does not permit on the tape recording, only telephone number will be given)

JOB TITLE _____

QUALIFICATIONS (brief statement of essential items)

SALARY (OR SALARY RANGE) _____
(required for all public agencies)

PERSON TO CONTACT _____

TELEPHONE NUMBER (include area code) _____

****

Request telephone announcement for: 2 weeks [ ]
Other (specify) _____

Tapes will be changed once a week on Friday; preference will be given to new job listings, so a job might not be announced a second or third week unless time is available on the tape. If a job is not filled after the indicated period of time and the employer wishes to reannounce, please submit a new listing.

Please send this form to:

FLORIDA JOBLINE
State Library of Florida
Supreme Court Building
Tallahassee, Florida 32304

or phone: Bette Scaringe
(904) 488-2088

For Hotline Use:

DATE RECEIVED: _____ DATE RECORDED: _____

IV. PLANNING

A plan is to the library what a blueprint is to a building; it provides a basic guide for all decisions affecting library development. Since a public library is successful only as it reflects its community, a library plan can be successful only as it reflects and is part of the total community development plan. Should a governing body in the library's service area begin to develop a comprehensive plan, the Board should ensure that public library service is included in the plan. Advantage should be taken of any opportunity to participate in the planning activities of other community groups, including those of private and governmental agencies. If such groups are developing plans for the community that might be related to the library, the Board should volunteer to participate in the planning.

THE LIBRARY'S PLAN

In developing a plan for the public library the following steps should be followed:

(1) Assess the library's present situation. Study the local environment—the community's political structure and how the library fits in, the geographic and demographic data for the community and the library, the economic factors affecting the community and the library, including revenue sources and budget. If projections for the community have been made, examine them. If not, develop such projections on the basis of present and anticipated community development.

(2) Study the library in relation to the community using standards, especially the *Florida Standards for Public Library Service*. Using the *Standards* as a basis, construct a picture of the library as it should be in five years based on the projections for the community.

(3) Determine goals and objectives for the library. Goals are broad statements that provide direction throughout the plan. Objectives are specific statements of what the library plans to accomplish. They are measurable and should be written within definite time frames.

(4) Examine as many alternative approaches to reaching the objectives as possible. Select the most feasible approach in terms of likely resources. Divide the selected approach into steps and place the steps into time frames. Assign priorities, that is, decide which steps have to be done, which should be done, and which would add to the total effect, but are not essential. This ranking will dictate the allocation of funds and other resources.

(5) Determine a basis for evaluating progress toward reaching the goals and objectives.

(6) Be sure the plan is accepted by the community. Only public support will make achievement possible. If the public is convinced it needs and wants the library service planned for it, they will be willing to pay for it. The first step is to involve the community in the planning.

OUTSIDE THE COMMUNITY

The first consideration in planning is the community to be served by the library and the determination of the library service the community needs. Most communities will discover the available local resources will not support the full range of library services that governmental officials, Board members, and the library director are responsible for providing. Board members should not forget the possibility of joining forces with other library units. Even the strongest libraries are benefited by participating in cooperative ventures. Some of the already established benefits include:

(1) **Interlibrary Loan**: No library, regardless of size, can own every item its users will need. The total resources of an interlibrary loan network are available to every user.

(2) **Coordination of Collection Development**: Duplication of expensive materials can be avoided. Limited resources can be used to cover all subject areas more extensively.

(3) **Strengthened Collections**: A single library unit may not be able to justify purchasing occasionally-used materials, but several libraries using such material will keep it in frequent use and justify its purchase. These materials might include reference tools, non-fiction, periodicals, and non-book materials such as films, filmstrips, audio and videocassettes.

(4) **Fresh Materials**: Libraries with limited shelving and purchasing power can rotate collections of popular titles.

(5) **Consultant Services**: Librarians with special training and talents can be employed to advise local personnel.

(6) **Expanded Programming**: Programs such as puppet shows and discussion groups that are too expensive and time-consuming to be developed and used by a single library unit may be justifiable if they will be used by several units.

(7) **Services to Special Populations**: Librarians can be employed and specialized materials purchased to serve special groups such as handicapped, aged, adult illiterates.

(8) **Monetary Savings**: The pooling of book orders results in high discount rates; discounts are available, too, for equipment and supplies purchased in quantity by sharing costs. Services can be provided that a single library could not provide individually.

(9) **New Services**: Several library units can jointly initiate or help support expensive services such as government documents, microforms, or automation projects.

(10) **Library Services to Unincorporated Areas**: The residents of rural counties can be served by a deposit station, bookmobile, a books-by-mail project from a library in a nearby municipality. The municipal library may provide consultant services to a small community to help initiate a local library.

V. POLICIES

Every library should have a complete, written statement of policies which is readily available to the public. The policies should serve to implement the library's plan. The library director and staff are normally the source for recommendations of new or changed policy. Library personnel should at least be consulted before a change in policy as there are often complex, practical considerations to even seemingly innocuous policies. The Board's function is to consider the policies in light of the community. Once adopted, a policy should have the support of the entire Board, the library director, and all the staff. The Board and library staff should be able to explain the reasoning behind any policy at any time. The Board should always support the library director in carrying out a policy.

There should be written policies covering the following areas:

(1) Hours open, hours of staff duty.
(2) Type and quality of books and other library materials to be added.
(3) Charges for lost material, fines on overdue library materials.
(4) Services to private and public schools, and to specialized groups.
(5) Special services to non-resident borrowers, use of meeting areas.
(6) Cooperation with other libraries.
(7) Acceptance of gifts and memorials.
(8) Methods of extending services: branch libraries, bookmobiles, books-by-mail.
(9) Public relations and publicity.
(10) Payment of expenses for the Board and library staff to attend library conferences, workshops, and professional meetings.
(11) Payment of state and national association dues for Board members and for the library staff.

Once again, a Board's power to perform this function and establish policies will vary. Normally an operating Board will be able to establish all these policies itself while an advisory Board will recommend policies for acceptance by the governing body.

The final consideration is to ensure that every policy the Board approves does not conflict with any local, state, or federal legislation or regulation.

For instance, library personnel should be provided with a written policy on holidays, vacation and sick leave, a salary schedule, a personnel classification chart, and be provided a retirement plan. In most cases, the local governing body will establish policies and plans in these areas and administer the programs for all its employees, including the library staff. The Board need only ensure that all such policies and benefits are equitable, reasonable, and that the rights of employees are protected.

The Board should consult the *Administrative Code* of the State of Florida before approving a policy. The *Code* presents rules and regulations which determine the eligibility of public libraries to receive state aid. Some of the rules cover areas for which policies might be written, especially the following:

Chapter 1B-2

1B-2.03 Library service free. Library service shall be free to all permanent residents of the area taxed for library purposes.

1B-2.04 Access to books and services. The library unit shall provide access to books and services for all residents of the area served by means of branches, stations, bookmobiles, or other appropriate means.

1B-2.05 Minimum hours of service. At least one library outlet in the system shall be open 40 hours, or more, each week.

1B-2.07 Attendance at professional workshops and meetings. Library staff members should be encouraged to keep up with new developments in library service by attending meetings of the state library association and of regional and national associations.

In order to be eligible for state aid, the library Board must ensure that neither it nor the governing body establish a policy in conflict with any of these regulations.

VI. BUDGET

One of the most important of the obligations of the Board is to be certain that sufficient funding is available to properly operate the library. Each Board member should know the library's financial background; the governmental unit(s) allocating the local appropriation; the entire resources of local tax monies and the library's fair share; grants available from the state and federal government; and any other possible sources of support—a bond issue, endowments, gifts, foundation grants, donations, fines, and fees.

Too often the library operates on the basis of what is offered, accepting an insufficient appropriation and developing library service on that basis. A Board that plans only in terms of last year's budget will never progress.

A budget is an expression of the library's plan and objectives in financial terms. Therefore, before a budget can be formulated, the plan for library services must be developed and the goals and objectives established. If the community was properly involved in the planning process, the library and its plan will be supported throughout the community. However, the library's budget must be realistic. The library is, after all, only one of many services provided by the governmental unit. If the budget necessary to follow the library plan requires a substantial increase in funding, the Board should investigate other possible funding sources. Funding from such other sources as state grants and federal monies should be considered as supplemental and never as a means of lowering local appropriations. The local appropriation must be at least large enough to provide the minimum level of public library service acceptable to the community. Other funds should be used to supply services and materials over and above this level.

THE BUDGET

The following is a brief outline of the steps involved in preparing a budget:

(1) The first step in preparing the budget is its formulation. This step is done primarily by the library director and staff. The library's plan should include approaches to the various goals and objectives that are feasible in terms of anticipated resources. The steps involved in these approaches should be ranked according to their priority and available funds should be allocated in terms of the rankings. Basically, budget formulation involves translating the steps into the staff and resources necessary to implement them and determining the costs.

(2) The budget, once formulated, should be presented to the Board (whether advisory or operating). It should be explained in depth and discussed so that all the questions that may arise in the community are anticipated and necessary changes made.

(3) Since the community has been involved from the very beginning, public support should be generally favorable, but no one likes to pay taxes and continuous effort should be made to counteract anti-tax sentiment. All the news media should be used. Budget discussions should be open and the press, Friends, general public, and governmental officials not only welcome, but especially invited. Every Board member should be informed and be prepared to answer any question about the budget that may arise in daily contact.

(4) When the proper time comes, the Board should accompany the library director to present the budget to the proper allocating authorities. These governmental officials must see that the Board, as representative taxpayers, support the budget.

No specific budgeting system can be recommended since the library's accounting system should be compatible with that used by the governing body. The budget should be detailed enough to assure the authorities that the money will be spent in the manner agreed upon, but not so detailed that all the money is tied up in accounts from which it cannot be transferred without first requesting the transfer from the funding authority.

STATE AND FEDERAL GRANTS

Although public library service has been traditionally considered a service of local government with the greater share of funding provided from local taxes, state and federal government share an increasingly large proportion of the responsibility and costs. It is increasingly important for library Boards to become familiar with the various categories of grants and the necessary qualifications for eligibility.

Both state grants and federal monies available from the Library Services and Construction Act are administered through the State Library.

State Grants

Legislation authorizing the State Library to administer and allocate appropriated monies is contained in Chapter 257 of the *Florida Statutes*. The grants authorized under the law are:

(1) **Operating Grants.** The State Library is authorized to allocate annually a grant of not more than 25 percent of all local funds expended during the preceding fiscal year for the operation and maintenance of free library service. The local funds so expended must be at least $20,000. Funds actually appropriated by the Florida legislature have heretofore been insufficient to give each library unit the full 25 percent.

(2) **Equalization Grants.** Library units whose local expenditure is at least one mill county tax or one dollar per capita and are still not able to maintain adequate programs because of a low tax base are assisted by this grant which is intended to "equalize" the local effort.

(3) **Establishment Grants.** Awarded for one year only to a county joining or forming a regional library or to a county contracting with a municipal library for library service. The amount given equals the total of operating and equalization grants.

(4) **Construction Grants.** Distributed on a matching basis as money is available.

Additional qualifications are outlined in Chapter 257 and the State Library is also authorized to:

> *257.15 . . . establish reasonable and pertinent operating standards for public libraries under which counties maintaining a free library, free library service by contract or municipal libraries shall be eligible to receive state moneys.*

The minimum standards so established are in the *Administrative Code*. These standards have been referred to frequently throughout this *Manual*. In brief, these regulations state:

(1) A qualified library director administer the library system.

(2) Library services be free to all permanent residents of governmental units supporting the library system.

(3) At least one library within the system shall be open 40 hours or more each week.

(4) The library system shall provide adequate cataloging and circulation systems.

(5) The library system shall be centrally administered with funds expended centrally.

(6) The library system must file with the State Library documents and reports as stated in 1B-2.10 of the *Administrative Code*.

VI. BUDGET

Federal Grants

Section 257.12(1) of the *Florida Statutes* also authorizes the State Library to:

> *. . . accept, receive, administer and expend any moneys, materials or any other aid granted, appropriated, or made available by the United States or any of its agencies for the purpose of giving aid to libraries and providing educational library service in the state.*

Federal monies appropriated by the Congress specifically for public libraries are provided under the Library Services and Construction Act. The State Library awards the funds according to the Florida Long-Range Program for Library Service, a statewide plan for library development it developed in consultation with the State Advisory Council on Libraries.

Procedures and deadlines are announced annually for making grant proposals. Below are listed the types of federal grants available under the Florida Long-Range Program.

Title I Grants

Library Development Grant. Library development grants will be awarded for a two-year period to establish a public library service on a countywide basis or to assist a county to become a part of an existing library region. Counties without countywide public library service are eligible.

Resource Center Grant. Resource center grants will be awarded to public libraries designated by the Department of State, Division of Library Services, as regional resource centers. Grants are awarded for the purpose of broadening usual resources and services to assume regional responsibilities.

Library Program Development Grant. Library program development grants will be awarded to public libraries to develop a library service program for special clientele and areas identified by federal, regional, and state priorities for library service. Any public library receiving state aid is eligible for a library program development grant.

State Institution Library Grant. Library grants will be awarded to state correctional, mental health, and mental retardation institutions to establish, improve, and expand library services. All such state institutions are eligible for these library grants.

Physically Handicapped Library Grant. Library grants for service to the physically handicapped (including the blind and visually impaired) will be awarded to the Florida regional library for the blind and physically handicapped, public libraries, and nonprofit organizations concerned with the physically handicapped.

Library Demonstration Grant. Library demonstration grants will be awarded to public libraries or state institutions to research and develop new and innovative techniques and/or methods of giving library service. All public libraries and state institutions are eligible for a library demonstration grant.

Manpower Development Grant. Salary grants will be awarded for a one-year study program leading to a Master's Degree in Library Science. Persons accepting a grant will be obligated to the sponsoring library or state institution for two years of professional employment. Scholarships are also available to the staffs of state institution and public libraries to enable them to attend continuing education institutes.

Title II Grants

Public Library Construction Grant. Public Library Construction Grants will be awarded for the construction (including purchase of site; the construction of new buildings; and the expansion, remodeling and alteration of existing buildings; and the purchase of initial equipment) of publicly owned buildings to be devoted to public library service. Any public library is eligible for a public library construction grant.

Title III Grants

Interlibrary Cooperation Grant. Interlibrary Cooperation Grants will be awarded to libraries for projects of a cooperative nature which will benefit libraries of all types. Public, academic, special, state institution and school libraries are eligible for an interlibrary cooperation grant.

Besides the Library Services and Construction Act, there are a host of other federal programs which might provide funding for public libraries, even though libraries are not mentioned in their titles. Probably the most helpful aid in keeping track of the possibilities is the *Washington Newsletter*, which is published by the Washington Office of the American Library Association.

Other Funding Sources

Their personal contacts often make Board members the key to stimulating contributions from individuals, private businesses, service organizations, and foundations. It is important to encourage possible donors to consult with the Board as a whole and the library director before making the gift to ensure that conditions are not attached to the gifts that frustrate the library's goals. There have even been cases in which the conditions resulted in administrative costs greater than the gift's value.

A Friends of the Library group can be especially valuable in campaigning for library gifts, donations, and endowments.

CHAPTER 257
STATE LIBRARY

257.01 State Library; creation; administration.-There is created and established the State Library which shall be located at the capital. The State Library shall be administered by the Division of Library Services of the Department of State. There shall be an advisory council to the division consisting of seven members to be known as the State Library Council.

History.-s. 1, ch. 10278, 1925; CGL 1687; s. 1, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 1, ch. 70-250; s. 1, ch. 71-279; s. 86, ch. 73-333; s. 1, ch. 74-228.

257.02 Members of council; appointment.-

(1) The members of the council shall be appointed by the Department of State. Of the members first appointed, two shall be appointed for terms of 1 year, two for terms of 2 years, two for terms of 3 years, and one for a term of 4 years. Subsequent appointments, except for filling vacancies, shall be for the full term of 4 years. Vacancies shall be filled for the period of the unexpired term.

(2) Members of the council shall serve without compensation but shall be entitled to receive reimbursement for traveling expenses as provided in s. 112.061. The council shall meet a minimum of four times a year.

(3) The Department of State may, in making appointments, consult the Florida Library Association and related organizations for suggestions as to persons having special knowledge and interest concerning libraries.

History.-s. 2, ch. 10278, 1925; CGL 1688; s. 2, ch. 63-39; s. 19, ch. 63-400; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 2, ch. 70-250; s. 1, ch. 70-439; s. 1, ch. 71-279; s. 2, ch. 74-228.

257.031 Organization of council; appointment of State Librarian.-

(1) The officers of the State Library Council shall be a chairman, elected from the members thereof, and a secretary, who shall be librarian of the State Library and who shall be a person trained in modern library methods, not a member of the council. The State Librarian shall be appointed by the Department of State and shall serve as the director of the Division of Library Services of the Department of State. The Department of State may, in making the appointment of State Librarian, consult the members of the State Library Council.

(2) The State Librarian shall:

(a) Keep a record of the proceedings of the council;

(b) Keep an accurate account of the division's financial transactions;

(c) Have charge of the work of the division in organizing new libraries and improving those already established; and

(d) In general, perform such duties as may, from time to time, be assigned to him by the Department of State.

History.-s. 4, ch. 70-250; s. 1, ch. 70-439.

257.04 Publications, etc., received to constitute part of state library; powers and duties of division.-

(1) All books, pictures, documents, publications, and manuscripts received through gifts, purchase, or exchange, or on deposit from any source for the use of the state, shall constitute a part of the State Library, and shall be placed therein for the use of the public, under the control of the Division of Library Services of the Department of State. The division may receive gifts of money, books or other property which may be used or held for the purpose or purposes given; and may purchase books, periodicals, furniture and equipment as it deems necessary to promote the efficient operation of the service it is expected to render the public.

(2) The division may, upon request, give aid and assistance, financial, advisory, or otherwise, to all school, state institutional, free, and public libraries, and to all communities in the state which may propose to establish libraries, as to the best means of establishing and administering libraries, selecting and cataloging books, and other details of library management.

(3) The division shall maintain a library for state officials and employees, especially of informational material pertaining to the phases of their work, and provide for them material for general reading and study.

(4) The division shall maintain and provide research and information services for all state agencies.

(5) The division shall make all necessary arrangements to provide library services to the blind and physically handicapped persons of the state.

(6) The division may issue printed material, such as lists and circulars of information, and in the publication thereof may cooperate with state library commissions and libraries of other states in order to secure the more economical administration of the work for which it is formed. It may conduct courses of library instruction and hold librarians' institutes in various parts of the state.

(7) The division shall perform such other services and engage in any other activity, not contrary to law, that it may think appropriate in the development of library service to state government, to the libraries and library profession of the state, and to the citizens of the state.

History.-s. 4, ch. 10278, 1925; CGL 1690; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 3, ch. 74-228.

257.05 Copies of reports of state departments furnished division.-

(1) A "public document" as referred to in this section shall be defined as any annual, biennial, regular or special report or publication of which at least 500 copies are printed and which may be subject to distribution to the public.

(2) Each and every state official, state department, state board, state court or state agency of any kind, issuing public documents shall furnish the Division of Library Services of the Department of State 25 copies of each of those public documents, as issued, for deposit in and distribution by the division. However, if the division shall so request, as many as 25 additional copies of each public document shall be supplied to it.

(3) It shall be the duty of the division to:

(a) Designate university, college, and public libraries as depositories for public documents.

(b) Provide a system of distribution of the copies furnished to it under subsection (2) to such depositories.

(c) Publish a periodic bibliography of the publications of the state.

The division is authorized to exchange copies of public documents for those of other states, territories and countries. Depositories receiving public documents under this section shall keep them in a convenient form accessible to the public.

(4) The division shall also be furnished by any state official, department or agency having charge of their distribution, as issued, bound journals of each house of the legislature; acts of the legislature, both local or special and general; annotated acts of the legislature; and revisions and compilations of the Laws of Florida. The number of copies furnished shall be determined by requests of the division, which number in no case shall exceed 25 copies of the particular publication and, in the case of legislative acts, annotated legislative acts, and revisions and compilations of the laws, not more than 2 copies.

(5) In any case in which any state official, state department, state board, state court, or state agency of any class or kind has more than 10 copies of any one kind of publication from time to time heretofore issued, he or it shall, upon request of the division, supply said division with 1 copy of each such publication for deposit in the state library.

History.-s. 5, ch. 10278, 1925; CGL 1691; s. 1, ch. 22064, 1943; s. 1, ch. 21758, 1943; s. 4, ch. 63-39; s. 1, ch. 67-223; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 1, ch. 73-305.

cf. -s. 283.15 Journals of the legislature.

257.06 Annual report of division. -The Division of Library Services of the Department of State shall, prior to March 1 of each year, make a report to the governor, which report shall show the condition of the state library and library conditions and progress in Florida and shall contain a detailed statement of the expenses of the division. This report, when printed, shall be presented to the legislature and distributed by the division. This report and other printing and binding for the division shall be printed under the same regulations as other reports of the executive officers of the state.

History. -s. 6, ch. 10278, 1925; CGL 1692; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 1, ch. 73-305.

257.08 Division to submit budget to legislature for appropriations.-To carry out the provisions of this chapter, the division shall submit to the Department of State its budget for maintenance as a basis for appropriations.

History. -s. 8, ch. 10278, 1925; CGL 1694; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353.

257.12 Division of Library Services authorized to accept, etc., federal funds.-

(1) The Division of Library Services of the Department of State is authorized to accept, receive, administer and expend any moneys, materials or any other aid granted, appropriated, or made available by the United States or any of its agencies for the purpose of giving aid to libraries and providing educational library service in the state.

(2) The division is authorized to file any accounts required by federal law or regulation with reference to receiving and administering all such moneys, materials, and other aid for said purposes; provided, however, that the acceptance of such moneys, materials, and other aid shall not deprive the state from complete control and supervision of its library.

History. -ss. 1, 2, ch. 26976, 1951; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353.

257.13 Definitions; ss. 257.14-257.25. -The following terms, when used in ss. 257.14-257.25 or the rules, regulations and orders made pursuant hereto, shall be construed, respectively:

(1) "Population" means the latest reliable annual estimate of midyear population made by some state agency which is approved by the Division of Library Services of the Department of State.

(2) "Library unit" means all libraries operating under a single administration in any given area of the state wherein there is county participation.

(3) "Municipal library" means any library operated by a municipality the services of which are available to the entire county and which meets minimum standards established by the Division of Library Services. Any municipal library, as defined by this subsection, shall be considered a library unit for the purposes of subsection (2), except that the provisions of this subsection shall not apply with respect to s. 257.20.

History.-s. 1, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 1, ch. 72-353.

257.14 Division of Library Services; rules and regulations. -The Division of Library Services may make all necessary and reasonable rules and regulations to carry out the provisions of ss. 257.13-257.25.

History.-s. 2, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353.

257.15 Division of Library Services; standards. -The Division of Library Services shall establish reasonable and pertinent operating standards for public libraries under which counties maintaining a free library, free library service by contract or municipal libraries shall be eligible to receive state moneys.

History. -s. 3, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 2, ch. 72-353.

257.16 Reports.-All library units receiving grants under ss. 257.13-257.25 shall file with the Division of Library Services on or before December 1 of each year a financial report on its operations and furnish the said division with such other information as said division may require.

History.-s. 4, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353.

257.17 Operating grants.-Any county which establishes or maintains a free library or which gives or receives free library service by contract with a municipality or nonprofit library corporation or association within said county, or any municipality which establishes or maintains a free library, shall be eligible to receive an annual operating grant of not more than 25 percent of all local funds expended during the preceding fiscal year by said county, by said municipality, or by said county and municipality or nonprofit library corporation or association, for the operation and maintenance of a library unit. Any county which joins with one or more counties to maintain a free library or contracts with another county or with a municipality in another county to receive free library

service shall be eligible to receive an annual operating grant of not more than 25 percent of the local funds which said county expended during the preceding fiscal year for the operation and maintenance of a jointly maintained free library unit or free library service. No county or municipality shall be eligible to receive a grant unless the total operating budget of the library unit is at least $20,000. Counties or municipalities establishing free public library service for the first time may submit a certified copy of their appropriation for library service, and their eligibility to receive an operating grant shall be based upon said appropriation.

History.-s. 5, ch. 61-402; s. 1, ch. 72-247; s. 3, ch. 72-353; s. 1, ch. 73-138.

257.18 Equalization grants. -Any county or municipality qualifying for an operating grant in which the appropriation for the library unit from all local sources is equivalent to the yield of a 1-mill county tax or $1 per capita, whichever is less, and whose equalization factor is less than $1, shall be eligible to receive an equalization grant computed by multiplying the population of the county by the difference between $1 and the equalization factor. The equalization formula shall be computed annually for each county by the division based upon the ratio of each county's contribution to the state full value of assessment of property to the actual contribution to actual assessment of the state. The level of assessment of property for each county shall be determined by the state agency authorized by law, which shall certify the results of such determination to the division. During the initial year that this formula is used to compute the grants, no participating county will receive less equalization money than it received pursuant to the formula employed in fiscal 1972-1973.

History.-s. 6, ch. 61-402; s. 4, ch. 72-353; s. 2, ch. 73-138.

257.19 Establishment grants. -Grants for the establishment or extension of library service may be paid for 1 year only to any county joining a regional library or to two or more counties forming a regional library or to any county contracting with a municipal library having a municipal budget of over $20,000. An establishment grant shall equal, and be in addition to, the total grant (operating and equalization) to which a county is otherwise entitled, provided that no establishment grant shall exceed $50,000. For the purposes of this section, s. 257.21 shall not be applicable.

History. -s. 7, ch. 61-402; s. 3, ch. 73-138.

257.191 Construction grants. -The Division of Library Services is authorized to accept and administer library construction moneys appropriated to it and shall allocate such appropriation to municipal, county, and regional libraries in the form of library construction grants on a matching basis. The local matching portion shall be no less than 50 percent. The division shall establish regulations for the administration of library construction grants and promulgate them pursuant to s. 257.14. For the purposes of this section, s. 257.21 shall not be applicable.
History. -s. 4, ch. 73-138.

257.192 Program grants.-The Division of Library Services is authorized to accept and administer appropriations for library program grants and to make such grants in accordance with the Florida long-range program for library services.
History. -s. 5, ch. 73-138.

257.20 Determination of municipal fiscal year. -Where county and municipal fiscal years do not coincide, the municipal appropriation for the municipal fiscal year ending during the county fiscal year for which grants are given shall be used for calculating the grant.
History.-s. 8, ch. 61-402.

257.21 Maximum grants allowable. -Any reduction in grants because of insufficient funds shall be prorated on the basis of maximum grants allowable.
History. -s. 9, ch. 61-402.

257.22 Division of Library Services; allocation of funds.-The moneys herein appropriated, and any moneys that may be hereafter appropriated for use by counties or municipalities maintaining a free library or free library service, shall be administered and allocated by the Division of Library Services in the manner prescribed by law. On or before November 1, for the current year, and on or before November 1 of each year thereafter, the division shall certify to the Comptroller the amount to be paid to each county or municipality, and the Comptroller shall issue warrants to the respective boards of county commissioners or chief municipal executive authorities for the amount so allocated.
History.-s. 10, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 5, ch. 72-353.

257.23 Application for grant. -
(1) The board of county commissioners of any county desiring to receive a grant under the provisions of ss. 257.13-257.25 shall apply therefor to the Division of Library Services on or before October 1, for the current year, and on or before October 1, of each year thereafter, on a form to be provided by said division. In said application, which shall be signed by the chairman of the board of county commissioners and attested by the clerk of the circuit court, the board of county commissioners shall agree to observe the standards established by the division as authorized in s. 257.15, shall certify the annual tax income and the rate of tax or the annual appropriation for the free library or free library service, and shall furnish such other pertinent information as the division may require.

(2) The chief municipal executive authority of any municipality desiring to receive a grant under the provisions of ss. 257.13-257.25 shall apply therefor to the Division of Library Services on or before October 1 for the current year, and on or before October 1 of each year thereafter, on a form to be provided by the division. In the application, which shall be signed by the chief municipal executive officer and attested to by the clerk of the circuit court, the chief municipal executive authority shall agree to observe the standards established by the division, as authorized in s. 257.15, certify the annual tax income and the rate of tax or the annual appropriation for the free library, and furnish such other pertinent information as the division may require.

History. -s. 11, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch 69-353; s. 6, ch. 72-353.

257.24 Use of funds.-State funds allocated to any county or municipality for a free library or free library service shall be expended only for library purposes in the manner prescribed by the Division of Library Services. Such funds shall not be expended for the purchase or construction of a library building or library quarters, except such funds specifically appropriated for construction purposes as provided in this chapter.

History.-s. 12, ch. 61-402; s. 7, ch. 72-353; s. 6, ch. 73-138.

257.25 Free library service. -The service of books in libraries receiving state funds shall be free and shall be made available to all persons living in areas taxed for library purposes.

History.-s. 13, ch. 61-402.

257.28 Compact.-The Interstate Library Compact is hereby enacted into law and entered into by this state with all states legally joining therein in the form substantially as follows:

INTERSTATE LIBRARY COMPACT

The contracting states solemnly agree that:

Article I

Because the desire for the services provided by libraries transcends governmental boundaries and can most effectively be satisfied by giving such services to communities and people regardless of jurisdictional lines, it is the policy of the states party to this compact to cooperate and share their responsibilities; to authorize cooperation and sharing with respect to those types of library facilities and services which can be more economically or efficiently developed and maintained on a cooperative basis; and to authorize cooperation and sharing among localities, states and others in providing joint or cooperative library services in areas where the distribution of population or of existing and potential library resources make the provision of library service on an interstate basis the most effective way of providing adequate and efficient service.

Article II

As used in this compact:

(a) "Public library agency" means any unit or agency of a local or state government operating or having power to operate a library.

(b) "Private library agency" means any nongovernmental entity which operates or assumes a legal obligation to operate a library.

(c) "Library agreement" means a contract establishing an interstate library district pursuant to this compact or providing for the joint or cooperative furnishing of library services.

Article III

(a) Any one or more public library agencies in a party state in cooperation with any public library agency or agencies in one or more other party states may establish and maintain an interstate library district. Subject to the provisions of this compact and any other laws of the party states which pursuant hereto remain applicable, such district may establish, maintain and operate some or all of the library facilities and services for the area concerned in accordance with the terms of a library agreement therefor. Any private library agency or agencies within an interstate library district may cooperate therewith, assume duties, responsibilities and obligations thereto, and receive benefits therefrom as provided in any library agreement to which such agency or agencies become party.

(b) Within an interstate library district, and as provided by a library agreement, the performance of library functions may be undertaken on a joint or cooperative basis or may be undertaken by means of one or more arrangements between or among public or private library agencies for the extension of library privileges to the use of facilities or services operated or rendered by one or more of the individual library agencies.

(c) If a library agreement provides for joint establishment, maintenance or operation of library facilities or services by an interstate library district, such district shall have power to do any one or more of the following in accordance with such library agreement:

1. Undertake, administer and participate in programs or arrangements for securing, lending or servicing of books and other publications, any other materials suitable to be kept or made available by libraries, library equipment or for the dissemination of information about libraries, the value and significance of particular items therein, and the use thereof.

2. Accept for any of its purposes under this compact any and all donations, and grants of money, equipment, supplies, materials, and services, (conditional or otherwise), from any state or the United States or any subdivision or agency thereof, or interstate agency, or from any institution, person, firm or corporation, and receive, utilize and dispose of the same.

3. Operate mobile library units or equipment for the purpose of rendering bookmobile service within the district.

4. Employ professional, technical, clerical and other personnel and fix terms of employment, compensation, and other appropriate benefits; and where desirable, provide for the inservice training of such personnel.

5. Sue and be sued in any court of competent jurisdiction.

6. Acquire, hold, and dispose of any real or personal property or any interest or interests therein as may be appropriate to the rendering of library service.

7. Construct, maintain and operate a library, including any appropriate branches thereof.

8. Do such other things as may be incidental to or appropriate for the carrying out of any of the foregoing powers.

Article IV

(a) An interstate library district which establishes, maintains or operates any facilities or services in its own right shall have a governing board which shall direct the affairs of the district and act for it in all matters relating to its business. Each participating public library agency in the district shall be represented on the governing

board which shall be organized and conduct its business in accordance with provision therefor in the library agreement. But in no event shall a governing board meet less often than twice a year.

(b) Any private library agency or agencies party to a library agreement establishing an interstate library district may be represented on or advise with the governing board of the district in such manner as the library agreement may provide.

Article V

Any two or more state library agencies of two or more of the party states may undertake and conduct joint or cooperative library programs, render joint or cooperative library services, and enter into and perform arrangements for the cooperative or joint acquisition, use, housing and disposition of items or collections of materials which, by reason of expense, rarity, specialized nature, or infrequency of demand therefor would be appropriated for central collection and shared use. Any such programs, services or arrangements may include provision for the exercise on a cooperative or joint basis of any power exercisable by an interstate library district and an agreement embodying any such program, service, or arrangement shall contain provisions covering the subjects detailed in Article VI of this compact for interstate library agreements.

Article VI

(a) In order to provide for any joint or cooperative undertaking pursuant to this compact, public and private library agencies may enter into library agreements. Any agreement executed pursuant to the provisions of this compact shall, as among the parties to the agreement:

1. Detail the specific nature of the services, programs, facilities, arrangements or properties to which it is applicable.

2. Provide for the allocation of costs and other financial responsibilities.

3. Specify the respective rights, duties, obligations and liabilities of the parties.

4. Set forth the terms and conditions for duration, renewal, termination, abrogation, disposal of joint or common property, if any, and all other matters which may be appropriate to the proper effectuation and performance of the agreement.

(b) No public or private library agency shall undertake to exercise itself, or jointly with any other library agency, by means of a library agreement any power prohibited to such agency by the constitution or statutes of its state.

(c) No library agreement shall become effective until filed with the compact administrator of each state involved, and approved in accordance with Article VII of this compact.

Article VII

(a) Every library agreement made pursuant to this compact shall, prior to and as a condition precedent to its entry into force, be submitted to the attorney general of each state in which a public library agency party thereto is situated, who shall determine whether the agreement is in proper form and compatible with the laws of his state. The attorneys general shall approve any agreement submitted to them unless they shall find that it does not meet the conditions set forth herein and shall detail in writing addressed to the governing bodies of the public library agencies concerned the specific respects in which the proposed agreement fails to meet the requirements of law. Failure to disapprove an agreement submitted hereunder within ninety days of its submission shall constitute approval thereof.

(b) In the event that a library agreement made pursuant to this compact shall deal in whole or in part with the provision of services or facilities with regard to which an officer or agency of the state government has constitutional or statutory powers of control, the agreement shall, as a condition precedent to its entry into force, be submitted to the state officer or agency having such power of control and shall be approved or disapproved by him or it as to all matters within his or its jurisdiction in the same manner and subject to the same requirements governing the action of the attorneys general pursuant to paragraph (a) of this article. This requirement of submission and approval shall be in addition to and not in substitution for the requirement of submission to an approval by the attorneys general.

Article VIII

Nothing in this compact or in any library agreement shall be construed to supersede, alter or otherwise impair any obligation imposed on any library by otherwise applicable law, nor to authorize the transfer or disposition of any property held in trust by a library agency in a manner contrary to the terms of such trust.

Article IX

(a) Any public library agency party to a library agreement may appropriate funds to the interstate library district established thereby in the same manner and to the same extent as to a library wholly maintained by it and, subject to the laws of the state in which such public

library agency is situated, may pledge its credit in support of an interstate library district established by the agreement.

(b) Subject to the provisions of the library agreement pursuant to which it functions and the laws of the states in which such district is situated, an interstate library district may claim and receive any state and federal aid which may be available to library agencies.

Article X

Each state shall designate a compact administrator with whom copies of all library agreements to which his state or any public library agency thereof is party shall be filed. The administrator shall have such other powers as may be conferred upon him by the laws of his state and may consult and cooperate with the compact administrators of other party states and take such steps as may effectuate the purposes of this compact. If the laws of a party state so provide, such state may designate one or more deputy compact administrators in addition to its compact administrator.

Article XI

(a) This compact shall enter into force and effect immediately upon its enactment into law by any two states. Thereafter, it shall enter into force and effect as to any other state upon the enactment thereof by such state.

(b) This compact shall continue in force with respect to a party state and remain binding upon such state until six months after such state has given notice to each other party state of the repeal thereof. Such withdrawals shall not be construed to relieve any party to a library agreement entered into pursuant to this compact from any obligation of that agreement prior to the end of its duration as provided therein.

Article XII

This compact shall be liberally construed so as to effectuate the purposes thereof. The provisions of this compact shall be severable and if any phrase, clause, sentence or provision of this compact is declared to be contrary to the constitution of any party state or of the United States or the applicability thereof to any government, agency, person or circumstance is held invalid, the validity of the remainder of this compact and the applicability thereof to any government, agency, person or circumstance shall not be affected thereby. If this compact shall be held contrary to the constitution of any state party thereto, the compact shall remain in full force and effect as to the remaining states and in full force and effect as to the state affected as to all severable matters.

History.—s. 1, ch. 72-157.

257.29 Compliance with local laws. -No city, town, county, library system, library district, or other political subdivision of this state shall be party to a library agreement which provides for the construction or maintenance of a library pursuant to Art. III, subdivision (c)7. of the compact, pledge its credit in support of such a library, or contribute to the capital financing thereof except after compliance with any laws applicable to such cities, towns, counties, library systems, library districts, or other political subdivisions relating to or governing capital outlay and the pledging of credit.
History. -s. 2, ch. 72-157.

257.30 State library agency.-As used in the compact, "state library agency," with reference to this state, means Florida State Library or agency designated by the Secretary of State.
History.-s. 3, ch. 72-157.

257.31 Appropriations.-An interstate library district lying partly within this state may claim and be entitled to receive state aid in support of any of its functions to the same extent and in the same manner as such functions are eligible for support when carried on by entities wholly within this state. For the purposes of computing and apportioning state aid to interstate library districts hereinafter to be created, this state will consider that portion of the area which lies within this state as an independent entity for the performance of the aided function or functions and compute and apportion the aid accordingly. Subject to any applicable laws of this state, such a district also may apply for and be entitled to receive any federal aid for which it may be eligible.
History. -s. 4, ch. 72-157.

257.32 Compact administrator.-The Secretary of State shall be the compact administrator pursuant to Art. X of the compact. The Secretary of State may appoint a deputy compact administrator pursuant to said article.
History.-s. 5, ch. 72-157.

257.33 Notices.-In the event of withdrawal from the compact, the Secretary of State shall send and receive any notices required by Art. XI (b) of the compact.
History.-s. 6, ch. 72-157.

RULES

OF

THE DEPARTMENT OF STATE

DIVISION OF LIBRARY SERVICES

CHAPTER 1B-1

LIBRARY GRANTS

1B-1.01 Library development and improvement grants; application
1B-1.02 Library development grants; computation
1B-1.03 Library improvement grants; computation
1B-1.04 Centralized processing grants
1B-1.05 Supplementary book grants
1B-1.06 Professional training program grants

1B-1.01 Library development and improvement grants; application for.
General Authority 257.12 FS. Law Implemented 257.12 FS. History—Revised 7-20-64, Repealed 1-1-75.

1B-1.02 Library development grants; computation.
General Authority 257.12 FS. Law Implemented 257.12 FS. History—Revised 7-20-64, Repealed 1-1-75.

1B-1.03 Library improvement grants; computation.
General Authority 252.12 FS. Law Implemented 257.12 FS. History—Revised 7-20-64, Repealed 1-1-75.

1B-1.04 Centralized processing grants.
General Authority 257.12 FS. Law Implemented 257.12 FS. History—Revised 7-20-64, Repealed 1-1-75.

1B-1.05 Supplementary book grants.
General Authority 257.12 FS. Law Implemented 257.12 FS. History—Revised 7-20-64, Repealed 1-1-75.

1B-1.06 Professional training program grants.
General Authority 257.12 FS. Law Implemented 257.12 FS. History—New 7-20-64, Repealed 1-1-75.

RULES

OF

THE DEPARTMENT OF STATE

DIVISION OF LIBRARY SERVICES

CHAPTER 1B-2

LIBRARY ADMINISTRATION

1B-2.01 Central administration of library unit
1B-2.02 Qualifications of head librarian
1B-2.03 Library service free
1B-2.04 Access to books and services
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1B-2.06 Control of library materials
1B-2.07 Attendance at professional meetings
1B-2.08 Regular meetings of local library board
1B-2.09 Annual audits
1B-2.10 Filing reports, contracts, etc.

1B-2.01 Central administration of library unit. The library unit shall be operated under a single administrative head and its funds shall be expended centrally. There can only exist one central service unit per county. A countyunit may consist of one or more municipal libraries within a county, supported by municipal and/or county appropriations, provided it serves at least 75% of the population.

General Authority 257.14 FS. Law Implemented 257.13, 257.15 FS. History—Amended 10-7-68, 10-18-70, 4-17-72, Repromulgated 1-1-75.

1B-2.02 Qualifications of head librarian. The administrative head, or head librarian, shall have completed a library school program accredited by the American Library Association and shall have had at least two years of successful, full-time paid library experience, which experience shall have been in a public library unit open to the public at least 40 hours a week; provided, in the event the governing authority of the library unit is unable, after diligent search, to employ a librarian meeting the minimum requirements prescribed in this section, may file with the Division of State Library Services, Department of State, an affidavit stating that it has made such a search and request a waiver of the requirement for the current year.

General Authority 257.14 FS. Law Implemented 257.15 FS. History—Amended 10-7-68, 10-20-72, Amended 1-1-75.

1B-2.03 Library service free. Library service shall be free to all permanent residents of the area taxed for library purposes.

General Authority 257.14 FS. Law Implemented 257.13, 257.15 FS. History—Repromulgated 1-1-75.

1B-2.04 Access to books and services. The library unit shall provide access to books and services for all residents of the area served by means of branches, stations, bookmobiles or other appropriate means.

General Authority 257.14 FS. Law Implemented 257.15 FS. History—Amended 10-7-68, Repromulgated 1-1-75.

1B-2.05 Minimum hours of service. At least one library outlet in the system shall be open 40 hours, or more, each week.

General Authority 257.14 FS. Law Implemented 257.15 FS. History—Amended 10-7-68, Repromulgated 1-1-75.

1B-2.06 Control of library materials. The library unit shall provide adequate cataloging and circulation systems.

General Authority 257.14 FS. Law Implemented 257.15 FS. History—Amended 10-7-68, Repromulgated 1-1-75.

1B-2.07 Attendance at professional workshops and meetings. Library staff members should be encouraged to keep up with new developments in library service by attending meetings of the state library association and of regional and national associations.

General Authority 257.14 FS. Law Implemented 257.15 FS. History—Amended 10-18-70, Repromulgated 1-1-75.

1B-2.08 Regular meetings of local library board. If the library unit is governed by a board, the board's by-laws shall provide for regular meetings to be held at least quarterly. The by-laws shall provide for executive action between board meetings.

General Authority 257.14 FS. Law Implemented 257.15 FS. History—Amended 10-7-68, Repromulgated 1-1-75.

1B-2.09 Annual audits. The governing authority of a library unit not subject to audit by the State Auditing Department shall arrange for an annual audit of the unit by an independent certified public accountant.

General Authority 257.14 FS. Law Implemented 257.15, 257.16, 257.23 FS. History—Amended 10-7-68, Repromulgated 1-1-75.

1B-2.10 Filing reports, contracts, etc. The following documents shall be filed with the Department of State, Division of Library Services:

a. A copy of the charter and any subsequent amendments thereto of any nonprofit library corporation giving service by contract.
b. A certified copy of every contract under which centralized library service is provided by the library unit.
c. A copy of the by-laws of the local library board, including a schedule of regular meetings.
d. A statement of the qualifications of the head librarian, a copy of the classification

pay plan and a statement of policy of providing paid attendance of library staff at professional workshops and meetings and policies relating to vacation, sick leave and retirement.

e. A plan of service for the current year, including annual budget, book selection policy, hours of service for headquarters and community libraries, bookmobile schedules and a five-year plan for progress toward meeting the Florida Standards for Public Library Service.

f. On or before December 1 of each year, a detailed statistical and financial report for the year ending on September 30 preceding, in the form prescribed by the Department of State, Division of State Library Services. This report form shall provide a state aid report section which will provide a listing of local accomplishments made possible by this grant.

g. A copy of the annual audit, where the library unit is audited by some agency other than the State Auditing Department.

h. A resolution filed by the County Commission designating one municipal library as the central service unit, when a county-wide agency does not exist.

General Authority 257.14 FS. Law Implemented 257.15 FS. History—Amended 10-7-68, ,8-9-70, 10-18-70, 1-1-75.

SELLING THE LIBRARY

Public relations is but another name for the communication between the library and the community that it serves. Once a Board member learns what the best possible library service can mean to the community, this message should be taken back to the community. If the community is sold on the library, they are more likely to join with the Board and professional staff to work for improved library service.

Since one of the criteria for selecting Board members is a wide background of community participation, the Board should have contacts among a wide variety of groups and organizations—social, business, professional, and civic. The Board as a whole will have unlimited opportunity to talk library and each member should do so at every opportunity. Such "word of mouth" contact is the single most effective form of public relations. Every man, woman, and child, reader and nonreader, has needs the library can satisfy. The Board member, understanding the programs and services of the library, can reach each in terms of those needs.

The Board should also seek out opportunities to speak to the convened groups and organizations as well as to their members individually. In the presentation, attention should be focused on the available programs, services, and facilities. As with the individual contacts, emphasis should be placed on what the library offers that will satisfy particular needs of the group so approached. Many times, the best way to arouse the interest of an organization is to ask for help. The library's needs, as well as its accomplishments, should be mentioned. The organization may decide to make the library or one of its unfunded goals one of its projects for the coming year. Once their time or money has been invested in the library, their understanding, interest, and perhaps pride will also have been aroused.

In all its contacts, the Board should ascertain the community's reaction to the library and its services, including suggestions for programs and other improvements. This valuable information can be fed back to the entire Board and the professional staff for use in future planning.

WIDENING THE CIRCLE WITH FRIENDS

A Friends of the Library group will extend the circle of contacts in the community which was begun with the contacts of Board members. It is the responsibility of the Board to work closely with the Friends, encouraging them and informing them of the library's policies and programs. Part of this informational program may be to invite an official observer of the Friends' group to the meetings of the Board. In turn, the Board should attempt to keep itself informed of upcoming Friends' programs. Some Boards appoint one of their members to act as a liaison to the Friends to coordinate the Friends' programs with the library's plan and its policies. The Board and every Board member individually should make an effort to avoid, even unintentionally, dominating the group. An independent Friends' group that is freely choosing to support the library can be much more effective in gaining widespread community support than one that is acting as a surrogate of the Board.

Programs of the Friends' group will vary depending on the needs of the local library and the membership's interests. Following are some of the possibilities:

(1) Intensify community awareness of the library and promote wider use of the library and its services.
(2) Create public support for expanding or altering the library's role.
(3) Encourage gifts, endowments, and memorials for the library.
(4) Provide direct financial assistance by purchasing for the library special and unusual items.
(5) Work for library legislation and appropriations.
(6) Campaign for a new building or expansion and/or remodeling of an existing building.
(7) Sponsor programs designed to add to the cultural life of the community.

Where no Friends of the Library group exists, the Board may decide that, for one or more of the above objectives, a Friends' group is needed and be instrumental in organizing such a group. If so, an early understanding of the role of the Friends can be established reducing the possibility of later jurisdictional problems.

VIII. STATE LIBRARY

Bureau of Library Development

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(1) By supplying information on standards and library laws;
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(4) By providing information on current practice in public libraries.

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HOW ARE FRIENDS' GROUPS ORGANIZED?

First, develop a planning committee. It should be small and consist of people with a proven concern for the library and interest in forming a Friends of the Library group for action.

Planning Committee should decide:

(1) Time and place of first meeting.
(2) Whom to invite (a big initial meeting is not essential, but the planning committee should make every effort to get a representative cross section of the community at the first meeting).
(3) How to notify—i.e., personal contact, postcard, form letter, telephone call.
(4) Who will be chairman of the first meeting.
(5) Who will explain the purpose of the Friends.
(6) Whether to organize at the initial meeting or to set a later date for organization meeting.
(7) Length of meeting (don't let it run too long—better to meet again).

At the first meeting the agenda might include:

(1) Welcome by the chairman or librarian or representative of Board of Trustees.
(2) Explanation of purpose and function of the Friends.
(3) Resolution to form organization.
(4) If possible, election of officers—President, Secretary, Treasurer.

At the first meeting or succeeding meeting action might be taken on:

(1) Adopting constitution and bylaws.
(2) Naming of standing committees by Executive Board or officers.
(3) Determining dues scale—often $1.00 with graduated amounts for Associate, Sustaining, and Patron members.
(4) Establishing meeting schedule.
(5) Planning programs (do not be too ambitious at first. Busy people tend to drop out of programs that are initially too elaborate and too demanding on time).

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HOW TO WRITE A LETTER TO YOUR CONGRESSMAN

A.L.A. Washington Office

The most frequently used, correct form of address are:

To your Senator:
The Honorable (full name)
United States Senate
Washington, D.C. 20510

To your Representative:
The Honorable (full name)
U.S. House of Representatives
Washington, D.C. 20515

Dear Senator _____:

Dear Mr. _____:

"Sincerely yours" is in good taste as a complimentary close. Remember to sign your given name and surname. If you use a title in your signature (Miss, Mrs., etc.) be sure to enclose it in parentheses.

Forms similar to the above are appropriate for your state representatives and senators.

To your State Senator:
The Honorable (full name)
Senate Office Building
Tallahassee, Florida 32304

To your State Representative:
The Honorable (full name)
House Office Building
Tallahassee, Florida 32304

Where possible use your official letterhead. If this is not in order, and you write as an individual, use plain white bond paper, and give your official title following your signature as a means of identification and to indicate your competency to speak on the subject.

REMEMBER

1. Your Congressman likes to hear opinions from home and wants to be kept informed of conditions in the district. Base your letter on your own pertinent experiences and observations.
2. If writing about a specific bill, describe it by number or its popular name. Your Congressman has thousands of bills before him in the course of a year, and cannot always take time to figure out to which one you are referring.
3. He likes intelligent, well-thought-out letters which present a definite position, even if he does not agree with it.
4. Even more important and valuable to him is a concrete statement of the reasons for your position—particularly if you are writing about a field in which you have specialized knowledge.

AVOID

1. Letters that merely demand or insist that he vote for or against a certain bill; or that tell him how you want him to vote, but not why. He has no way of knowing whether your reasons are good or bad, and therefore, he is not greatly influenced.
2. Threats of defeat at the next election.
3. Boasts of how influential the writer is in his own community.
4. Asking him to commit himself on a particular bill before the committee in charge of the subject has had a chance to hear the evidence and make its report.
5. Form letters or letters which include excerpts from other letters on the same subject.
6. Writing to a Congressman from another district, except when the letter deals with a matter which is before a committee of which he is a

He has to vote on many matters with which he has had little or no firsthand experience. Some of the most valuable help he gets in making up his own mind comes from facts presented in letters from persons who have knowledge in the field.

5. Short letters are almost always best. Members of Congress receive many, many letters each day, and a long one may not get as prompt a reading as a brief statement.
6. Letters should be timed to arrive while the issue is alive. If your Congressman is a member of the committee considering the bill, he will appreciate having your views while the bill is before him for study and action.
7. Your Congressman likes to know when he has done something of which you approve. He is quite as human as you, so don't forget to follow through with a thank-you letter.

member. Otherwise, Congressional courtesy makes him refer letters from nonconstitutents to the proper persons.

7. Writing too many letters on the same subject. Quality, not quantity, is what counts.

ORGANIZATION OF STATE LIBRARY

Established by legislative act in 1925, the Florida State Library became the Division of Library Services in the Department of State under the Governmental Reorganization Act of 1969. The Division is popularly known as the State Library of Florida. The State Library, one of seven divisions within the Department of State, provides:

(1) Bibliographic, reference, and loan services to Florida citizens through their local libraries.
(2) Consultant services and funds to public and institutional libraries for improvement of their services.
(3) Specialized library and reference services to state government and to state agencies.

A seven-member State Library Advisory Council, appointed by the Secretary of State, advises the State Librarian, also appointed by the Secretary of State.

POWERS AND DUTIES

The State Library's powers and duties, as outlined in Chapter 257 (VI. BUDGET, SUPPLEMENT I) include:

(1) Allocating and administering state and federal funds for developing and improving library resources at the local level.
(2) Providing consultants to assist local libraries.
(3) Developing and maintaining special collections of a supplementary nature for use throughout the state.
(4) Providing access to the collections of the State Library through an interlibrary loan system.
(5) Providing public access to the bibliographic resources of the state through a rapid communications network.
(6) Preparing, publishing, and distributing bibliographic and other special materials for public library users.
(7) Operating a centralized processing service for the libraries in the state.
(8) Providing library and informational services directly to individuals who do not have access to local community libraries or are unable to use services of local libraries.
(9) Developing state participation outside of Florida in cooperative efforts to improve library service.
(10) Providing special collections for agencies of state government.
(11) Providing reference, lending, and research services needed for operations of the state government.
(12) Providing technical, consultative, and financial assistance needed to establish and maintain internal library resources in state agencies and state institutions.

These powers and duties are divided among four operating components:

Administrative Services

The Director of the Division of Library Services, or State Librarian, is the chief administrative officer and is appointed by and responsible to the Secretary of State. Administrative Services is responsible for providing executive direction and leadership over agency operations and providing the internal management services which assist and support the delivery of the various programs. Such support includes formulation and implementation of policy and establishment of priorities; liaison with other agencies; planning of programs and services; allocation of resources; evaluation of programs; dissemination of information; investigation and analysis of agency problems; creation of the State Plan and administration of grants.

Bureau of Library Services

The Bureau of Library Services functions as a resource center for the state. It maintains a general collection of high quality and special collections of reference, Floridiana, state and federal documents, and genealogy. Reference and research assistance is provided to members of state government, to employees of state agencies, and to the general public in person, by mail, and by telephone. Materials unavailable in local libraries are provided for the citizens through interlibrary loan and direct loans are made to citizens in areas without local library service. The Bureau coordinates a telecommunication and information network within the state which facilitates the locating and lending of materials in other resource centers. A Florida documents depository program operated by the Bureau places state documents in area libraries for citizen use and assures their permanent availability at the State Library.

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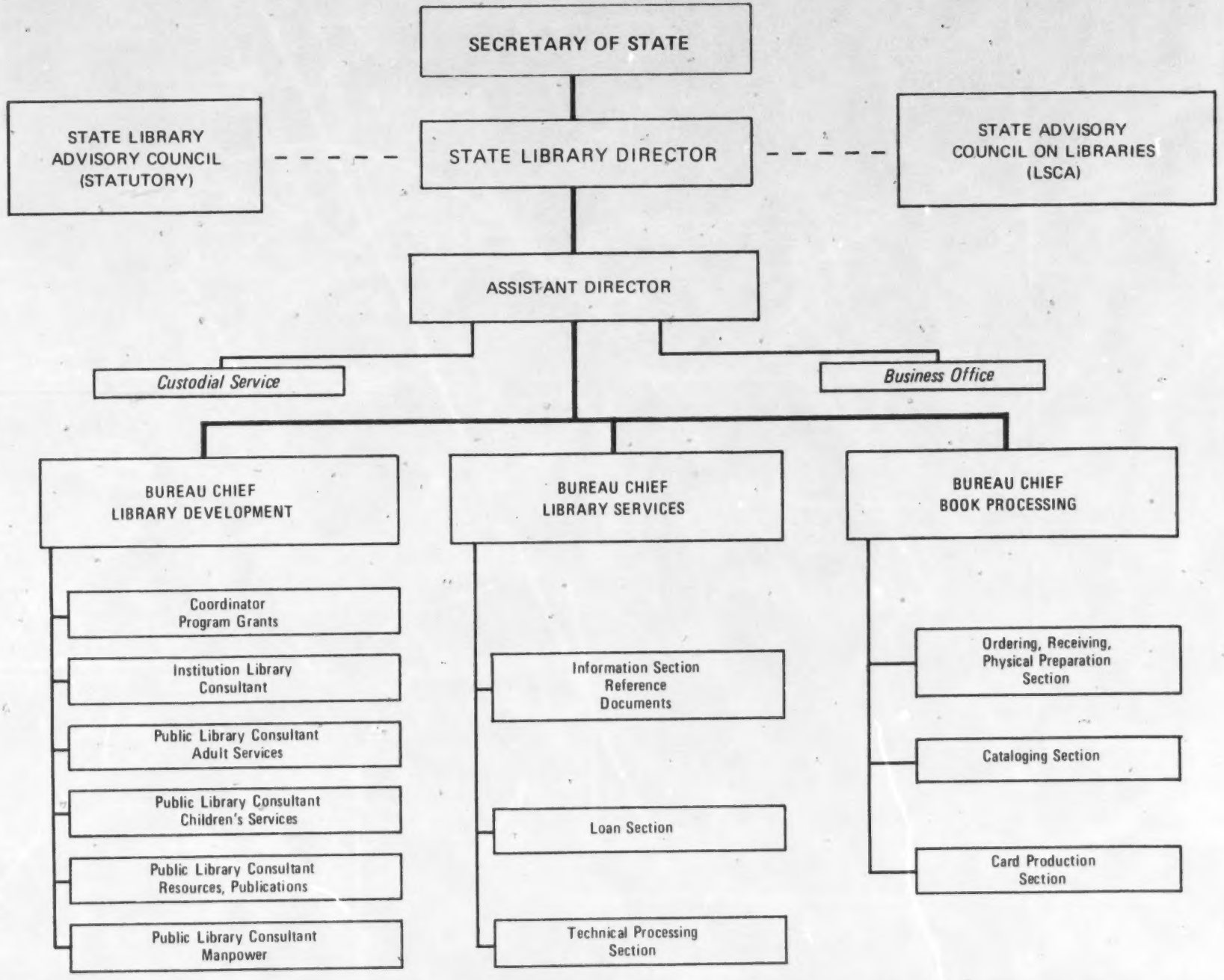
SECRETARY OF STATE
STATE LIBRARY ADVISORY COUNCIL (STATUTORY)
STATE LIBRARY DIRECTOR
STATE ADVISORY COUNCIL ON LIBRARIES (LSCA)
ASSISTANT DIRECTOR
Custodial Service
Business Office
BUREAU CHIEF LIBRARY DEVELOPMENT
BUREAU CHIEF LIBRARY SERVICES
BUREAU CHIEF BOOK PROCESSING
Coordinator Program Grants
Institution Library Consultant
Public Library Consultant Adult Services
Public Library Consultant Children's Services
Public Library Consultant Resources, Publications
Public Library Consultant Manpower
Information Section Reference Documents
Loan Section
Technical Processing Section
Ordering, Receiving, Physical Preparation Section
Cataloging Section
Card Production Section